



**DISTRICT COURT**  
**31<sup>st</sup> Judicial District of Michigan**  
**3401 Evaline Street**  
**Hamtramck, Michigan 48212**  
**(313) 800-5248 FAX (313) 782-4990**

**Alexis G. Krot**  
District Judge

**Benjamin Ruby**  
Administrator

## **District Court Clerk Position**

Under the supervision of the Court Administrator, the successful candidate will perform general clerical duties related to civil, criminal, traffic and probation. Responsibilities will include answering phones, providing assistance to public and law enforcement, entering data on the court case management system (JIS), generating and distributing court related notices/paperwork, processing incoming mail and maintaining records. Additional responsibilities may include use of LEIN and SOS, as well as other duties as assigned. Duties will include operating the following equipment: telephones, computer terminal, copier, and cash register.

**Required Knowledge, Skills and Abilities:** Must be computer literate in operation of Microsoft Word. Ability to understand and follow oral and written instructions, establish priorities and work independently. Ability to maintain effective working relationships with other employees and interact effectively with the general public.

**Education:** The applicant must possess a high school education or equivalent. Post-secondary education preferred.

**Experience:** Must have prior experience in a general office environment, including typing, telephone and computer skills. Prior experience working with the State of Michigan Judicial Information System (JIS) court case management system is preferred.

**Benefits:** This is a full time permanent position. Standard work hours are from 8:00a - 4:00p, Monday - Friday. The 31<sup>st</sup> District Court provides medical, dental and short-term disability benefits.

To apply please submit a cover letter and resume, including references, by email to Ben Ruby at [bruby@31stdistrictcourt.net](mailto:bruby@31stdistrictcourt.net). Applications accepted until the position is filled.

The 31<sup>st</sup> District Court is an Equal Opportunity Employer.